POLICY STATEMENT: The Board of Trustees of the Library believes it is necessary and important to promote the security of patrons, visitors, employees, and other persons in and around the Library and to safeguard Library and personal property. The Library uses various means to promote security within and around the building, including cameras in several interior and exterior locations and staff identification badges.

APPLICATION: The Policy governs security procedures to protect and benefit Library patrons, employees, and volunteers and the respective property of each.

For purposes of this policy, “patrons” shall be defined to include currently and previously registered patrons, and all other registered and non-registered users of and visitors to the Library. For purposes of this policy, “staff” shall be defined to include all current employees, volunteers, and Board of Trustees members.

PROCEDURES FOR IMPLEMENTATION:

Security Surveillance Cameras:

The Library uses security cameras to enhance safety-for Library patrons and staff and Library and personal property while respecting each individual’s right to privacy.
The cameras can assist in identifying intruders and persons breaking the law or violating the Library's Policies, including its Standards of Conduct Policy.

**Location** - Cameras shall be positioned to monitor public areas of the Library that may not be easily viewed from public service desks and staff areas. Cameras shall not be used in restrooms, nor shall they be positioned specifically to identify any individual's reading, viewing, or listening activities in the Library.

Signs shall be posted in the Library alerting all patrons and staff that the premises are monitored by cameras.

**Usage** - Video data from the cameras shall be recorded and stored digitally on security-managed software. The recorded data is confidential and secure. Only the following individuals are authorized to access recorded archival data: Library Director, Associate Library Director, and any other person receiving prior authorization from the Director or Associate Director. Designated Library staff shall have remote access to live feeds in order to monitor activity at the Library, when necessary. The Library may modify these procedures and terminology if/when it updates its security system in response to developments in applicable technology.

The Library shall maintain each day's recording for fourteen (14) days, after which a full day's recording will be automatically deleted. However, if the recording for a specific period is required as part of an ongoing investigation or criminal or civil legal proceeding, that recording will be separately and securely maintained. For investigations initiated by law enforcement agencies, recorded data will be preserved and made available to law enforcement only upon receipt of a subpoena
or other court order directing the Library to produce this data. No recorded data may be released to any law enforcement agency or personnel without the prior knowledge and approval of the Library Director or designee. In all respects, recorded data will be accorded the same level of confidentiality and protection provided to Library patrons’ Confidential Information by Livingston Public Library as set out in its Confidentiality of Library Records and Patron Privacy Policy.

**Identification Badges** – All employees working in the Library must wear identification badges at all times while working, including immediately prior to and following such working time. The Library will provide an identification badge to each employee, which shall include the employee’s name and identify the individual as a member of the Library staff. All volunteers are required to wear a Library identification badge which identifies the individual as a Library volunteer at all times while in the Library.

Requiring identification badges ensures that all Library staff are readily identifiable as Library staff, which promotes greater safety and security in the Library, and enhances customer service.

**ENFORCEMENT/IMPLEMENTATION:** The Director is responsible for implementing and enforcing this Policy with the assistance of Library staff.

Approved by the Board of Trustees: December 13, 2011
Revised: February 9, 2016
Revised: January 14, 2020
Revised: 6/13/23